



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Research Program Specialist I

Monthly Salary: (RPSI) \$4,833 - \$5,897

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5742-XXX

Refer to Job ID# 09-BQM-004

Final Filing Date: April 20, 2010

The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.

General Statement of Duties:

Under the general direction of the Research Manager II (RM II), the Research Program Specialist I (RPS I) undertakes research activities related to the provision of high quality health care for the Managed Risk Medical Insurance Board (MRMIB). The RPS I is responsible for planning, organizing and conducting complex research studies; undertaking SAS programming for implementing new procedures and conducting complex analytical studies by developing and running statistical models. The RPS I prepares and presents reports on research findings to the Board.

The RPS I manages all aspects of the complex Community Provider Plan (CPP) designation process through data analysis and processing, auditing plan/provider contracts and computing health plan scores. The RPS I will run SAS program to prepare the safety net provider list for publication and to calculate scores for the CPP designation in each county. RPS I Coordinates the audit process including training of the audit team members and providing instructions to the health plans; advises management and executive staff on sensitive research issues regarding the CPP designation process. The RPS I prepares and presents reports to the Board summarizing the process and designating the CPP in each county.

The RPS I conducts research on health policy issues and evaluates the performance of health, dental and vision plans based on services provided to Healthy Families Program (HFP) members. The RPS I designs, plans, and implements research and statistical evaluation projects, including analysis of Healthcare Effectiveness Data and Information Set (HEDIS) and other quality data. Ensures HEDIS data is accurately reported in the Federal Annual Report (FAR) to the Centers for Medicare and Medicaid Services (CMS). The RPS I prepares research reports for MRMIB and presents the findings to the Board and other agencies at meetings and conferences.

The RPS I coordinates health program activities with other state and federal agencies regarding MRMIB's programs. Develops and updates report templates that are sent to the health, dental and vision plans for data collection and guides plan staff through the process of submitting contractually required data. Collects, summarizes and conducts analyses of data submitted by plans. Summarizes the results of the analysis in a report format and presents reports in a public forum. The RPS I also designs, develops and employs research methodology and techniques which often requires utilization of new concepts in research techniques and procedures as well as interpreting results and findings; monitors. Monitors changes in the health insurance marketplace, and state and Federal legislation for

impact on the Board's programs, attends. Attends meetings and conferences as needed, which may involve travel.

Other duties include, producing ad hoc reports for executive staff and external requestors,. Other duties as required, such as working with internal staff to ensure adherence to policies, guidelines, formats and protocols. Help new staff with data management and analysis.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

- Strong research, analytical and technical skills, including knowledge of sound data collection and statistical methods.
- Strong computer, written and oral communication skills.
- Experience with analytical SAS software highly desired. Microsoft Word and Excel proficiency required.
- Ability to work with a wide variety of people.
- Experience in research analysis and/or program evaluation.
- Experience writing technical reports for a lay audience desired.
- Ability to work on multiple research projects with changing priorities and meet deadlines.
- An interest in improving health care access and quality in public programs

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
- Typical Working Conditions: Requires prolonged sitting and use of telephone and computer equipment and frequent contact with employees and the public. Requires mobility to various areas of the Department work areas. Hours of work include occasional overtime, when needed.
- Maintains good work habits and adheres to all policies and procedures.
- Keeps abreast of available tools for performing statistical analysis.
- Demonstrates the ability to function as part of a team, work on multiple assignments, and meet critical deadlines.
- Establishes and maintains liaison with health plans and other state agencies including the Department of Health Care Services and the Office of Statewide Health Planning and Development.

Who May Apply:

Individuals at the Research Program Specialist I level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID# 09-BQM-004 and Position # 443-300-5742-XXX and the basis for appointment eligibility. Send to:**

Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: April 20, 2010. If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.